



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 15, no. 04

GP 3.16/3-2:15/04

March 15, 1994

Braille Publications To Have Separate Item Numbers And Class Stems To Allow Greater Selectivity

Unique item numbers and Superintendent of Documents class stems will be established for Braille versions of documents in order to allow depository libraries greater selectivity. Previously, the Library Programs Service (LPS) adhered to a Depository Library Council recommendation that LPS distribute the Braille editions under the same item number as the non-Braille edition of the same title.

Under that policy, LPS assigned the word 'Braille' at the end of the Superintendent of Documents classification number for the Braille edition of a title. This practice will cease, since Braille editions will now be identified by a unique class stem.

The new unique item numbers for Braille formats of titles will allow selective depository libraries the option of selecting Braille editions only, or deselecting them while retaining the print edition.

The first new item and class number will be:

0766-C-20

PREX 1.10/19:

President's Committee on the Employment of People with Disabilities, General Publications (Braille versions)

Libraries selecting item 0766-C will now receive the Braille publications under the new item number 0766-C-20. Libraries may deselect this new item number by submitting an Amendment of Selection post card.

LPS will establish unique class stems and item numbers for Braille materials issued by other agencies as the material arrives for processing.



Some Spacing Conventions Change In Superintendent Of Documents Classification Numbers

Some of the traditional spacing practices used when recording Superintendent of Documents classification numbers will change beginning with the May 1994 issue of the Monthly Catalog. These changes will appear on the GPO cataloging tapes sold through the Library of Congress Cataloging Distribution Service, as well as on the GPO cataloging records in OCLC. However, only some of the many cataloging records GPO produces will be affected. The spacing convention changes are necessary because of the need to streamline spacing practices within GPO automated systems.

The changes are as follows:

- 1) No space will be used before or after symbols, such as & (ampersand), in Superintendent of Documents classification numbers.
- 2) No space will be used before or after parentheses in Superintendent of Documents classification numbers.
- 3) No space will be used before or after hyphens which separate the first and last modified map reference code for multiple sheet maps in Superintendent of Documents classification numbers.

A space will continue to be used between letters and numbers in Superintendent of Documents classification numbers.

Pen-and-ink changes should be made to examples in 2 GPO manuals: the **GPO Cataloging Guidelines** and the **GPO Classification Manual**, as follows:

GPO Cataloging Guidelines: Spacing Conventions for Numbers, No. 1, p. 71

Correct Formatting
D 5.317:616(717-5)A
D 101.11:9-2330-363-14&P
D 5.317:221(2300-C)/988
A 13.28:H 94/4/44083-D 7-D 8

Incorrect Formatting
D 5.317:616 (717-5) A
D 101.11:9-2330-363-14 & P
D 5.317:221 (2300-C) /988
A 13.28:H 94/4/44083-D 7 - D 8

GPO Classification Manual, p. 2

Correct Formatting
D 5.317:616(717-5)A
D 101.11:9-2330-363-14&P
AE 2.106/3:26/PT.1(SEC.1.641-850)/990

Incorrect Formatting
D 5.317:616 (717-5) A
D 101.11:9-2330-363-14 & P
AE 2.106/3:26/PT.1 (SEC.1.641-850) /990



Equipment Survey Coming Soon!

All depositories will receive an *Equipment Survey* via 1st class mail this spring. It is essential that all libraries respond (via fax if possible) for planning purposes.



Wayne Kelley
Superintendent of Documents

Remarks

Government Documents Round Table
American Library Association
Los Angeles, CA
February 5, 1994

Good Morning. I'm Wayne Kelley, Superintendent of Documents at the Government Printing Office.

I bring you greetings from the Public Printer, Mike DiMario. As you know, Mike served as Superintendent of Documents, and the Depository Library Program is near and dear to his heart.

Mike would liked to have been here with you in Los Angeles. But he has three Congressional hearings in less than a week. And his schedule just didn't permit it.

We are here today for a panel discussion of the future of Government information. I think there is cause for concern when that topic seems to imply a question: a question as to whether the public will continue to have access to Federal publications.

For 200 years the cornerstone of national information policy in the United States has been the principle of universal access to Federal information.

Democracy is not always a neat and orderly process. And in the coming days of shrinking budgets, possible turf wars, and some heated rhetoric, let's not lose sight of that guiding principle of universal access.

Consider for a moment how Americans learn what their Government is doing. I would estimate that at least 80 percent of what the public knows comes from the news media. Perhaps another 15 percent comes from business or specialty publications which depend on official Government information -- and then add value or interpretation.

It is likely that less than 5 percent of what our citizens know comes directly from Government documents.

Why should we care? The media, business and Government all play important roles informing the public. But remember that the roles are very different.

The key elements of news are conflict or violence, timeliness, high impact on readers or listeners, proximity or closeness to home, and familiarity of names. One study a few years ago showed that in national news coverage out of Washington, as few as fifty names drew the bulk of coverage. Notice one thing that is conspicuously absent from the list -- significance.

The key requirements of business or specialty publications are profit, a well defined audience and a sustainable competitive edge.

Only the Government is committed to making available all the official source documents. Universal access to Federal information is a Government responsibility that can't be privatized.

In the process of reinventing Government, we must be careful not to undermine one of democracy's main safeguards -- an informed electorate.

So when we talk about guaranteeing access to Government information, we should ask three basic questions.

Who is going to do it? Why? And how? Library professionals like yourselves, who care, should demand good answers.

This is not a partisan issue. Nor is it a budget issue. It is not a competitiveness or business issue. It is just as fundamental as the right to vote.

In discussing the future of Government information, I'd like to offer these assumptions. First, the Depository Library Program serves contemporary public needs. Second, the Program deserves continued taxpayer support because access to Federal information is truly a Government responsibility.

Third, the growth of electronic publishing challenges us to find new ways to keep the public informed. We need to use new technologies to sustain the principle of universal access.

And fourth, a high priority should be assigned to preserving content in the Depository Library Program using the most useful formats available.

There has been a lot of talk recently about where the Depository Library Program should be located. The talk is about the Legislative Branch or the Executive Branch. And within each branch which agency might be best.

No one has suggested terminating the Depository Library Program. Although I believe it might disappear fairly quickly if it is transferred someplace where no one cares.

Actually, CARE makes a pretty good acronym for the health of any program. Let "C" stand for culture. Unless the culture, interests and mission of an agency support the Depository Library Program, it will not endure.

"A" is for ability. The ability to perform. That includes proper skills and experienced personnel. "R" is for resources. Computer systems, warehouse and distribution facilities. A direct link between production and delivery. Finally, "E" is for excellence. No enterprise succeeds without genuine commitment, at all levels, to quality performance.

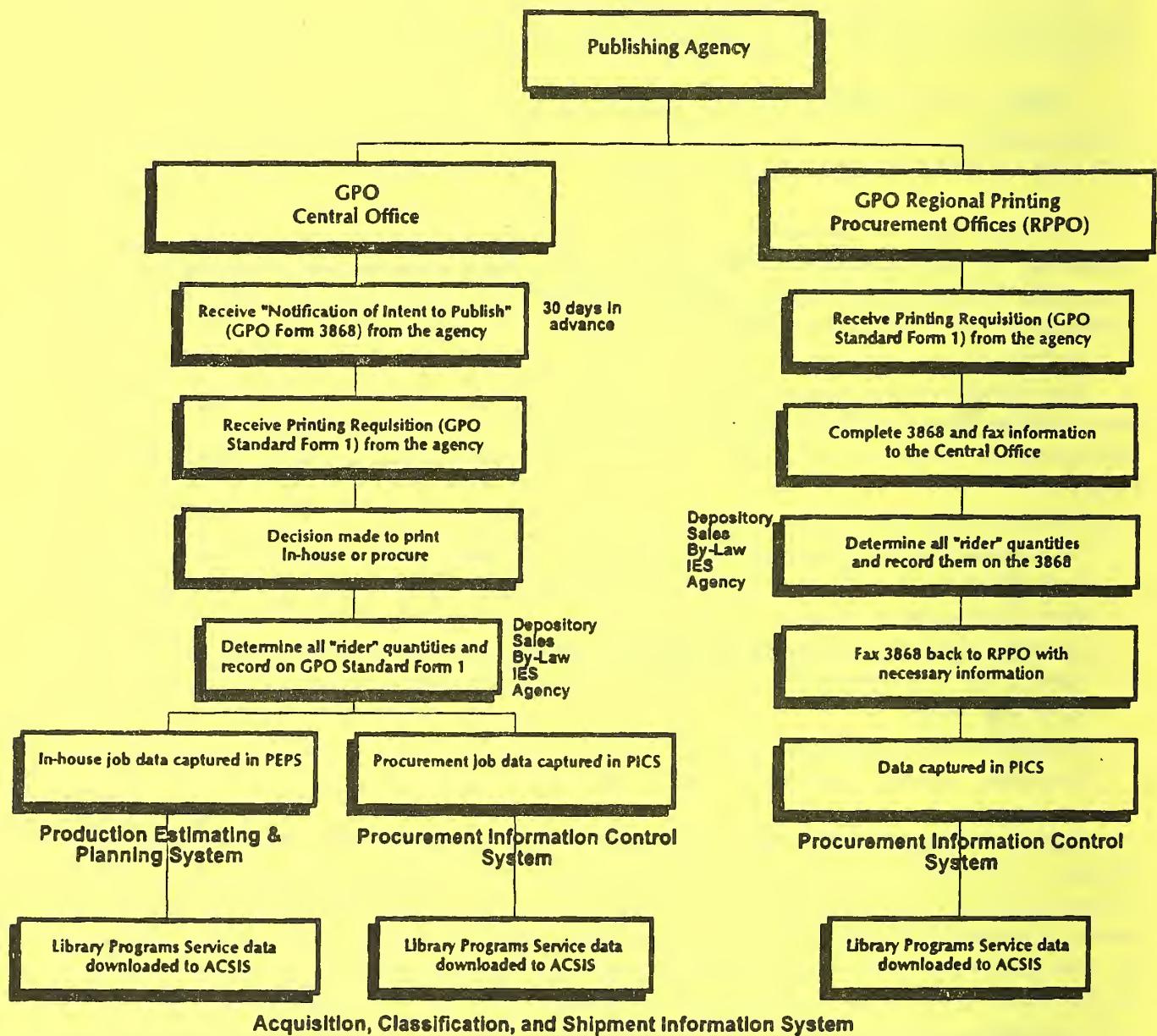
The Library of Congress on January 26, 1994 issued an analysis of HR 3400 - the bill passed by the House on Nov. 22, 1993. The bill would transfer Superintendent of Documents operations to the Library. The analysis said this about the Depository Library Program:

"Separating printing/procurement from distribution would have a major impact on the DLP (Depository Library Program) and IES (International Exchange System) programs. Even if government printing remains centralized, but at a higher dollar threshold, the difficulty and cost of assuring that materials Congress intended for the Depository Library and IES programs are actually distributed seem likely to increase significantly under HR 3400."

Remember culture. Remember ability. And don't forget resources.

Here is an illustration that shows how we acquire a document for the Depository Library Program. GPO gathers the initial print orders from some 135 agencies comprised of 4,500 printing entities. As each agency decides to print, our trained classifiers assign an "item number" to the publication. Then the appropriate number of copies are ordered according to the selection of the 1,400 depositories in our system. These print orders go into our Acquisition, Classification, and Shipment Information System. As the documents arrive at the GPO loading dock, the deliveries are checked for accuracy. Then the documents are classified, prepared for distribution through our lighted bin system, boxed with numerous other documents and sent out with shipping lists.

ACQUISITION PROCESS



This is not a simple system. But the work is done at an average cost of less than one dollar per document, including printing and binding, acquisition, sorting and handling, mailing, and cataloging.

This is not a simple system. But the work is done at an average cost of less than one dollar per document, including printing and binding, acquisition, sorting and handling, mailing, and cataloging.

GPO is moving forward in electronic dissemination. Our Internet connections are being installed. The Federal Bulletin Board will be tested on the Internet in March and will be ready for wider distribution in April.

As provided in the GPO Electronic Information Enhancement Act of 1993, we will offer libraries online access to the **Congressional Record** and **Federal Register** by June 1994.

We are developing an electronic locator which will include the **Monthly Catalog**, **Publications Reference File**, and ultimately the selections of all libraries in the depository system.

I was pleased to hear Alice Rivlin, Deputy Director of the Office of Management and Budget, tell Senator Wendell Ford in a hearing February 3 that OMB will direct all Federal agencies to make their new information locators available over the GPO locator.

We look forward to working with depository libraries to make these electronic products available to the American public.

We also look forward to working with the National Technical Information Service, Office of Management and Budget, the Library of Congress and other Government agencies in joint efforts to provide access to Government information.

Our goal is to strengthen depository libraries as a source of Federal information. And to support free, unrestricted access to Government publications in all formats.



**J.D. Young
Director, Library Programs Service**

LPS Update

**Government Documents Round Table
American Library Association
Los Angeles, CA
February 5, 1994**

Good morning. I'd like to thank Bill Sudduth and the Federal Documents Task Force for giving me an opportunity to bring you up to date on some of the activities of the GPO and specifically, the Library Programs Service. I will not be discussing cataloging or bibliographic control issues here. Tad Downing will be handling that in specific cataloging sessions.

GPO Access Act Progress

As you know, last June President Clinton signed P.L. 103-40, the Government Printing Office Electronic Information Access Enhancement Act of 1993, which charges GPO with three tasks:

- to provide online access to the **Congressional Record** and **Federal Register**;
- to establish an electronic information storage facility; and
- to develop an electronic locator of government information products and services.

Wayne Kelley will discuss these in his remarks at the panel later this morning, but I want to talk about the last of these three activities, because the development of the GPO Locator System is where we are playing the greatest role and where depository libraries will be directly involved. We met with our contractors from the University of Kentucky Research Foundation in December to outline applications for the GPO Prototype Locator System. This prototype system is being designed to demonstrate the availability of government information through both the Depository Library Program and the GPO Sales Program. The basic point of entry to the Locator System will be via Internet, although dial-up use will be an option.

In designing the Locator application, we're employing a lot of existing LPS and Sales Service data. The prototype will contain the current year bibliographic records from the **Monthly Catalog** and the entire **Sales Publications Reference File**. This will show what's out there, and of that, what's for sale. Then we'll link the **Monthly Catalog** records with item selection and library address data to show which depositories have a publication and where they are located.

The features we are requiring the contractor to build into the GPO Prototype Locator System are as follows. It should:

- accept natural language queries;
- identify specific Government publications;
- support a choice to purchase a publication or use it in a depository library;
- accept an order for a publication sold by GPO; or
- steer the customer to a GPO bookstore;
- identify a convenient depository library which has the publication;
- direct users to a depository library for assistance even if the search is unsuccessful.

I am convinced that this last point is crucial. Even if users cannot find exactly what they want on their own, we want the System to guide them to you expert professionals for assistance. This element of trained, mediated assistance to the public is one of the key strengths of the Depository Library Program, and we want to build on that.

So, the locator should be a very practical tool and serve to increase utilization of depository libraries. The present Contract Management Plan calls for our contractor, the University of Kentucky Research Foundation, to deliver the prototype by July 1, followed by a 6-month period of public testing and evaluation.

Financial Situation and Appropriations Issues

On Tuesday, the Public Printer will testify before the House Appropriations Committee on GPO's appropriations request for FY 1995. Once again, we have prepared a full needs-based budget request for the Salaries and Expenses (S&E) Appropriation, which covers four of the programs administered by the Superintendent of Documents. These are the Depository Library Program, the Cataloging & Indexing Program, By-Law Distribution, and the International Exchange Program. The FY 1995 request is \$33.9 million, an increase of \$4.8 million, or 16.6% over what was received FY 1994.

The lion's share of the requested increase, or \$3.5 million over the FY 1994 budget, is for depository library printing and binding. We are asking Congress for sufficient funds to continue distribution of the full range of content and format choices which we have in the Program now. This increase includes \$1.5 million for free online dissemination of the **Congressional Record** and **Federal Register**, to depository libraries under the GPO Access Act. Another \$1.1 million is needed to cover production of depository copies of the revised edition of the bound **U.S. Code** which is revised every 6 years. The 1,165 depository copies of the 30 or so volumes of the **U.S. Code** will be charged against the FY 1995 appropriation.

We will probably also have to use over \$1 million of our FY 1995 funds to cover estimated shortages in FY 1994. As you may recall, we requested \$33.7 million in FY 1994, but were only appropriated \$29.1 million, the same as FY 1993.

In his testimony, the Public Printer will also reiterate his view of GPO's role in administering the Depository Library Program. Many of you heard Mr. DiMario express this view in his remarks to this group last summer in New Orleans; that GPO's role is essentially ministerial in nature. We acquire and distribute to libraries those publications which become available to us and should the money run out, and there be no supplemental appropriation granted, we stop. That poses a very interesting scenario. In FY 1993, we made it, largely because the input of publications was down. However, in the current year, FY 1994, where we received the same amount of appropriation as for FY 93, and that actually means less in terms of buying power, our projections are not looking good.

So, with increasingly tight budgets, it has become ever clearer that we need enhanced financial reporting systems. Our goal is to be have real-time cost information on depository library publications at the time the requisition decision is being made. Ultimately, we would like to make more of this information available to depository libraries, so that you may be better informed as to the spending impact of your collection development decisions. The Public Printer takes the financial health of the Depository Library Program very seriously, and he has assigned a senior management official to work with LPS, Production, and other parts of GPO to develop systems to get us the financial information that we need.

LPS Operations

LPS operations reflect the continued general downturn in Government publishing. In the first quarter of this fiscal year, we have seen over 10% fewer paper titles come through for distribution. Our distributions are running at about 68% microfiche, which is a little higher proportion than last year.

Microfiche Full-Service Contracts

Virtually all of the microfiche is being distributed for us under the new full-service type contracts, but unfortunately, we began experiencing some problems with two of the four contractors almost immediately. Besides handling the conversion, duplication, distribution, and claims fulfillment of the microfiche, the "full-service" contracts also call for the contractors to provide us with electronic shipping list data, along with postage costs and distribution reports.

During the contract shakedown period, delivery requirements have not always been met and the required electronic data have not been sent to us so it could be included in our Acquisition, Classification, and Shipment Information System data base. In view of these problems, GPO's Term Contracts Division has now defaulted two of the contractors. All the outstanding print orders and accompanying material are being returned to GPO. Returned publications will be sent out under other existing contracts where the contractors are performing well and want our business. This work will have top priority to ensure that

distribution is made as soon as possible. We will continue to monitor the microfiche contractors and make every effort to ensure timely distribution.

Survey 93-003, USGS Digital Orthophotoquad CD-ROMs

We have now completed processing the returns from Survey 93-003, on the USGS Digital Orthophotoquad CD-ROMs, the DOQs. We appreciate the Council's careful consideration of the issues surrounding this product line, and for endorsing the plan of limiting the selectives' choice to a single state. This strategy will allow us to bring these products into the Program, but still control the costs. Based on results from the survey, we estimate total program costs of the DOQs at \$650,000 to \$750,000 over 5 years, instead of the over \$4 million that could have resulted from uncontrolled selections. I want to thank all of the libraries for their excellent compliance with the survey ground rules, and especially the way many put the admittedly short time to use in forging state cooperative efforts to coordinate selections and ensure complete coverage. All but 12 regionals selected the full national set, but among those 12 an average of only 8 item numbers was selected. Incidentally, the latest information from USGS is that they expect to produce the first disc, covering the Des Moines, Iowa area, this month.

I want to thank all of the libraries for their excellent compliance with the survey ground rules, and especially the way many put the admittedly short time to use in forging state cooperative efforts to coordinate selections and ensure complete coverage.

Biennial Survey Results

We have experienced immense difficulties in getting complete, accurate and timely responses to the Biennial Survey. In fact, there are still 30 libraries which have not responded, and we've had to ask hundreds of clarifying questions. At this point, the findings are only preliminary, because the data is neither 100% complete or totally clean. Nevertheless, I want to give you a snapshot of the state of the depositories' Internet access and computer hardware.

Responding depositories averaged 4.45 publicly-accessible CD-ROM drives for use with depository materials. However, these drives are typically not networked. For depository staff, over 95% have IBM compatible PCs; 22% have MACs. Nearly 87% have a CD-ROM reader available for staff use. Over 68% have access to E-Mail by Internet or Bitnet, while over 58% are up on GOVDOC-L. All of these indicators are demonstrating the rapid growth of electronic capabilities in depositories, and that's good. Libraries need to plan to extend these capabilities to public use, as increasingly electronic media and networks will be the preferred, or even the sole, channel of dissemination.

In order to get more detailed information on libraries' computer assets and networking capabilities, we plan to conduct an electronic equipment survey later this spring. We want to gain more information concerning which computer assets are available for public use rather

than simply dedicated to the library staff. We need better information to plan future electronic disseminations, and the survey results will also assist in depository library planning, giving each a chance to compare itself to similar libraries.

Getting on the Internet

These issues are increasingly critical, especially concerning Internet access for both public users and library staff. We expect Internet to be the main channel to get into the GPO Locator System and the GPO Access System. This means there will be increased pressure for depositories to allow the public to use their Internet connection. In addition, our long term view is that we will use Internet as the vehicle for a depository administrative network. Every depository should be planning to get on Internet; both to communicate with GPO and other depositories, and to permit their users to access electronic Government information. We recognize that this direction has very serious resource implications for depositories, particularly those in public libraries and small academics. However, in the interest of service equity and unrestricted public access to Government information, it's the direction we should be heading.

I can hear some of you thinking, he's asking all depositories to get up on Internet and the Library Programs Service, itself, is not.

Well, we intend to have LPS on Internet before the end of March. In the short term, this will not be via the Bulletin Board, or through GPO's connection. Key LPS staff will be up on Internet through a network service provider. We will initially have ten sites for Internet E-Mail and access to the listserves and we will also have file transfer at three selected ports.

We will keep you posted on developments here, and let you know when we're on GOVDOC-L, so you can direct your questions and comments to the appropriate person at LPS.

The GPO-Internet connection is in place and being tested. We plan to have the Bulletin Board up on Internet for initial internal testing in March. We then intend to allow universal access by April 1. For depository libraries, we propose to allow unlimited free access for Internet and dial-up users to one user ID per institution for a 6-month test period. We will be asking each depository to re-register on the Board and to designate the one specific ID.

We will monitor the use of the Board by depositories during the test period to get a feel for the types of libraries that are using it, the kinds of materials being used, the time spent on the system, etc.

Obviously, there is no free lunch and the depository use will be charged to our appropriation. We will keep the community advised of the results and the costs.

ACESIS

In terms of our automated systems, our new Acquisition, Classification and Shipment Information System (ACESIS) provides the Library Programs Service with a consolidated source of information about depository publications at every stage in the processing life cycle, from requisition and receipt to distribution.

ACESIS Phase 1 was implemented in October, 1992. In the first full year of using ACESS to support daily operations, LPS staff processed nearly 69,000 publications; classifying some 38,000 new titles, and identifying and removing nearly 31,000 duplicate receipts from the processing stream.

ACESIS Phase 1 consists of the automation of the classification shelflist, the production of skeletal bibliographic records, and requisition and receipt activities. Subsequent phases will incorporate serials control, microfiche conversion, shortage and rain check processing, shipping list generation, and possibly financial data.

ACESIS has eliminated redundant manual files previously maintained by a variety of Sections, and built a comprehensive record of each publication in the depository library system. The system has increased accuracy and consistency in ordering, improved accountability, and reduced overages, shortages, and back-to-press charges. Through ACESS, contractor deficiencies are identifiable at the point of receipt, thus allowing timely corrective action by GPO. Other ACESS benefits include streamlining the classification practices, and the ability to determine where publications are in the processing workflow.

Another important feature of ACESS use is our improved ability to respond to inquiries from depository libraries. Information about publications due to be distributed to depositories, missing issues of publications and classification problems can all be answered quickly by querying the ACESS database.

Refining Selectivity

As I announced at the Chicago Depository Library Council meeting last November, I established a study group within LPS, led by Tad Downing, our Chief of Cataloging, to look at how the selection process could be refined to assure that fewer unwanted materials would be received by depository libraries.

Essentially, the study has concluded that a change from an item number selection process to a class stem selection process would not be necessary. In all probability, such a change would create more problems than it would solve. For example, all of our automated systems; and indeed your own profiles with bibliographic services vendors, depend on the item number.

We have instead concluded that a one-to-one correspondence between item numbers and class numbers and some improvements in our operations, will achieve the purpose of refined selectivity. Specific proposals related to achieving the one-class-stem-to-one-item-number relationship are being developed and reviewed. Some of the highlights include:

- Assuring that new classes and item numbers are established soon after materials are received.
- Implementing a "cleanup" of problem item numbers which inadvertently group unrelated materials.
- Increasing the number and use of "generic" item numbers for use with materials for which there is no existing class stem.
- Informing libraries promptly of new item numbers and the classes they represent.
- Improving the new item survey process, while retaining the annual item selection update survey.
- Consulting with you to identify problems and obtain your insights as to how they could be solved.

Assuming this "one-to-one correspondence" principle is endorsed, its implementation will necessarily be gradual and incremental. With between 3 and 4,000 class stems that potentially need new item numbers, we are not going to accomplish this overnight. We expect to rely on community input, especially from our four volunteer committee members, (George Barnum, Claire Beck, Cynthia Bower, and Jack McGeachy) as to the most critical areas to be addressed and what solutions make sense.

Conclusion

And finally, I'd like to take a second to recognize the publication of the **Federal Depository Library Manual**. The manual represents the outstanding results of a partnering effort between GPO and the depository community. My commendation to Sheila McGarr of LPS and Anne Diamond from Michigan and the many others who contributed to its content.

Thank you and I look forward to observing your sessions over these 3 days, and hope to see you all at the Federal Depository Conference and the Council meeting in April in Washington and at the Fall Council meeting in Portland, Oregon next October.



[The following announcement was issued by the District of Columbia Library Association and GODORT, which are co-sponsoring the event.]

The DCLA Government Documents Interest Group

Presents An Update Program on **FEDERAL INFORMATION POLICY**

Monday Evening, April 18, 1994 from 6:00 to 8:00 p.m.

Issues

- ◆ H.R. 3400, the Government Reform and Savings Act of 1993
- ◆ The National Information Infrastructure
- ◆ Implementation of the GPO Electronic Information Access Enhancement Act of 1993
- ◆ The Government Information Locator System (GILS)

Featuring Keynote Speaker

Sen. Wendell H. Ford (D-KY)

*Chairman, Joint Committee on Printing and
Senate Rules and Administration Committee*

Panel

- ◆ **Michael F. DiMario**, *Public Printer, Government Printing Office*
- ◆ **Bruce McConnell**, *Chief, Information Policy Branch, Office of Information and Regulatory Affairs, Office of Management and Budget*
- ◆ **John D. Merritt**, *Deputy Staff Director, Joint Committee on Printing*

Location: The U.S. Department of Labor Auditorium
200 Constitution Avenue, N.W.
Washington, D. C.
(Convenient to Judiciary Square or Union Station on the red line, and
within walking distance from Capitol Hill or the Library of Congress).

For further information or to register for the Federal Information Policy Update Program,
please contact Mary Alice Baish, The American University Library, 4400 Massachusetts Ave.
N.W., Washington D.C. 20016-8046 (202-885-3841 or mbaish@american.edu).

[The following announcement was issued by the District of Columbia Library Association, The Washington Office of the American Library Association, and The Special Libraries Association, which are sponsoring the event.]

NATIONAL LIBRARY WEEK

Twentieth Annual Library Legislative Day

Tuesday, April 19, 1994

WHAT	The opportunity to join your state library's delegation in visiting the offices of your state representatives and key Congressional committee members.
WHY	Members of Congress and committee staff must be informed of the needs of all libraries, and especially those participating in the Depository Library Program.
HOW	Combine your April visit to Washington, D.C., to attend the 1994 Federal Depository Conference and join colleagues from all fifty states in talking with Congressional members and their staffs on Library Legislative Day.
	Contact your state library agency or library association to join your state's delegation.
	Join Tuesday morning briefings on Capitol Hill concerning library-related issues and participate with your state delegation in meeting Congressional members and staff during the day.
	As a registered participant with your state library delegation, you will be invited to an evening reception held from 5-7 p.m. for Members of Congress, their staffs, and participants of Library Legislative Day.
DON'T MISS!	If you are unable to travel to Washington for the 1994 Federal Depository Conference, your voice can still be heard. Write or call your Representatives and/or Senators during National Library Week expressing the needs of depository libraries.

For further information, contact Mary Costabile or Lee Enyart at the ALA Washington Office: (202-547-4440 or nu-alawash@cua.edu).

*Revised Preliminary Agenda***1994 Federal Depository Conference**

April 20 - 22, 1994
Rosslyn Westpark Hotel
1900 N. Ft. Myer Drive
Arlington, Virginia

Tuesday, 19

Librarians arrive at Rosslyn Westpark Hotel
Informal pre-dinner get-together in hotel lobby (6:00 p.m.)

Wednesday, 20**Morning**

8:30 ■ Welcome & Remarks

- Michael F. DiMario, Public Printer
- Wayne P. Kelley, Superintendent of Documents

■ Informing Your Congressional Representatives about the Federal Depository Library Program

- Gail Nicula, U.S. Armed Forces Staff College, VA
- Susan Callanan, Legislative Assistant, Congressman Owen Pickett
- Shirley Woodrow, Minority Staff, Joint Committee on Printing
- Wyatt Shields, Legislative Assistant, Senator Charles Robb

■ Library Programs Service Update and Documents Sales Service Update

- J.D. Young, Director, Library Programs Service

■ GPO Information Exchange and Open Forum

- Library Programs Service Staff

12:00 Working Lunch

In order to foster networking, librarians are requested to lunch with other librarians from similar types of institutions.

Afternoon

2:00 ■ Option 1: CD-ROM Panel Discussion
LANing in an Academic Library
• Barbara Kile, Rice University, TX
Setting Up a CD-ROM Work Station in an Academic Library
• Robert Lopresti, Western Washington University
• James Vileta, University of Minnesota, Duluth
Service in an Urban Academic Library
• Sherry Mosley, Florida International University

■ Option 2: GPO Information Exchange
Small group break-out sessions with GPO staff

■ Option 3: Federal Agency Libraries - Specialty Resources
• Charles Bean, Library of Congress
• Anna Keller, Library of Congress
• Jerry Mansfield, U.S. Postal Service Library
• Ann Sullivan, National Defense University Library

3:00 ■ Option 1: CD-ROM Panel Discussion (continued)

■ Option 2: Joint Public & Special Library Presentation
New York Cooperative METRODOCS project
Law Library Support for Public Librarians
• Rosemary Heisler Campagna, Brooklyn Law School Library, NY
• Lyn Wishart, Cardozo School of Law Library, Yeshiva University, NY

4:00 **Adjourn**

Thursday, 21

Morning

8:00 ■ Option 1: Bibliographic Instruction

- Mary Mallory, University of Illinois at Urbana-Champaign
- Integrating Documents into the Instruction Program
- Katherine Warkentin, Shippensburg University, PA

■ Option 2: Learning to Use CD-ROM Resources: General Introduction

- Armand Isip, New York Public Library

■ Option 3: Role of the Federal Agency Libraries in the Federal Depository Library Program

- Kay Melvin, Patent & Trademark Office, DC

9:00 ■ Option 1: Using dBASE in the Academic Library: A Service Prospective

- Susan Ryan, Stetson University, FL

■ Option 2: Government Information on the Internet

- Kathleen Keating, University of New Mexico
- Clark McLean, University of New Mexico

■ Option 3: Depository Materials Not Listed in the Law Library Core Lists But Which Support Law Related Needs

- Susan Dow, Sears Law Library, SUNY Buffalo, NY

10:00 ■ Option 1: Managing Micro Data

- Lauris Olson, University of Pennsylvania

■ Option 2: Developing a Service Policy for Electronic Products

- Diane Hall, East Brunswick Public Library, NJ
- Leone Johnson, Minneapolis Public Library, MN
- Anne Watts, St. Louis Public Library, MO

■ Option 3: Justice Department Resources

- Kristina Rose Crisafuli, Bureau of Justice Statistics Clearing House
- Gene Martin Lively, National Criminal Justice Reference Service

11:00 Break

11:15 ■ Status of Current Legislation Affecting the Federal Depository Library Program

- Susan Tulis, American Association of Law Libraries, DC

■ Update on Chicago Conference Initiative

- Duncan Aldrich, University of Nevada, Reno

12:15 Working Lunch

In order to foster networking, librarians are requested to lunch with other librarians from similar sized institutions.

Afternoon

2:00 ■ Option 1: Internet Panel Discussion

Accessing the Internet in the Academic Library

- Ann Miller, James Madison University, VA

Internet Sources--U.S. Government Information

- Maggie Parhamovich, University of Nevada, Las Vegas

Experiences as an Internet Site

- Grace York, University of Michigan

■ Option 2: GPO Information Exchange

Small Group Break-Outs with GPO Staff

■ Option 3: Library Programs Service Tour #1

3:00 ■ Option 1: Internet Panel Discussion (continued)

■ Option 2: Future of the Public Library in the Federal Depository Library Program

- John Butkus, County of Los Angeles Public Library, CA

- Cassandra Hartnett, Detroit Public Library, MI

- Robert Williams, Anchorage Municipal Libraries, AK

■ Option 3: Library Programs Service Tour #2

4:00 **Adjourn**

Friday, 22

Morning

8:00 ■ GPO Small Group Information Exchange Session

9:00 ■ Option 1: Future of Maps in the Federal Depository Library Program

- Pat McGlamery, University of Connecticut

■ Option 2: Communicating Depository Needs to Library Administration

- Kandace Rogers, University of Kentucky

- Sharon Tucker, Jersey City Public Library, NJ

- Anne Watts, St. Louis Public Library, MO

■ Option 3: Sources of Information on LANs and Networking

- Rod Atkinson, Naval Research Laboratory, DC

10:00 ■ Option 1: Geographic Information System (GIS) Software Demonstration
• Paul Bergen, University of Virginia
• Denise Stephens, University of Virginia

■ Option 2: Marketing Business Resources
• John Autio, Anderson Public Library, IN
• Anita Daniel, Wayne Public Library, NJ
• Nancy Trott, Brooklyn Public Library, NY

■ Option 3: Glimpse of the Future from the Economics and Statistics Administration Focus Group
• Kenneth Rogers, Office of Business Analysis

11:00 Break

11:15 ■ Plenary Session: Government Information Locator Service
• Eliot Christian, Information Systems Division, U.S. Geological Survey, VA
• Mark Scully, Deputy Director, Office of Electronic Information Dissemination Services

12:00 Working Lunch

In order to foster networking, librarians are requested to lunch with other librarians from the same geographic region.

Afternoon

2:00 ■ Plenary Session: Americans with Disabilities Act
• R. Brantley Cagle, Jr., McNeese State University, LA
• Christine Fitchett, Vassar College, NY
• Coleen Parmer, Bowling Green State University, OH

3:00 ■ General Session: Networking

3:30 ■ Wrap Up

4:00 Adjourn

To register for the Federal Depository Conference, please use the Registration Form which appeared in Administrative Notes, v. 14, #26 (12/31/93), p. 7, or in Administrative Notes, v. 15, #3 (2/15/94), p. 5.

1994 Regional Federal Depository Seminar

April 23, 1994
Rosslyn Westpark Hotel, Arlington, VA

- 8:30 ■ Registration
- 9:00 ■ Welcome
- 9:15 ■ Getting Beyond User Friendly: The Elements of Software Design
 - Ka-Neng Au, Rutgers University, NJ
- 10:00 Break
- 10:10 ■ Providing Remote Access to Government Information on CD
 - Raeann Dossett, University of Illinois at Urbana-Champaign
- 11:00 ■ The Internet: Three Perspectives on Its Use by Documents Librarians
Overview of List Management Technologies
 - Craig Summerhill, Coalition for Networked Information, DC

Regional-L: Shrouds of Darkness in Days of Sunshine
 - Duncan Aldrich, University of Nevada, Reno

State Electronic Government Information List: The Texas Experience
 - Mary Shearer, University of Houston Law Library
- 12:00 Lunch (Break out by type of library)
- 2:00 ■ Regional Depository Support to the Selectives
Depository Orientation Program for New Documents Librarians in Michigan
 - Cass Hartnett, Detroit Public Library, MI

The Multi-State Regionals: The Problems and Challenges in Providing a Regional Service
 - Julie Wallace, University of Minnesota

A Shared Regional: The South Carolina Experience
 - Maureen Harris, Clemson University, SC
- 3:00 Break
- 3:15 ■ Ad Hoc Committee on Regional Structure: A Discussion
 - Gary Cornwell, University of Florida
- 4:15 Adjourn

PRELIMINARY AGENDA

Spring 1994 Depository Library Council Meeting

April 25 - 27, 1994
Rosslyn Westpark Hotel
Arlington, VA

The National Information Infrastructure, the Depository Library Program, and Network ACCESS

Monday, April 25

Morning

8:00 ■ Registration

8:30 ■ Welcoming Remarks
• Michael F. DiMario, Public Printer

8:45 ■ Introductions and Opening Remarks
• Beth Duston, Council Chair

9:00 ■ Superintendent of Documents and Library Programs Service Update
• Wayne Kelley, Superintendent of Documents
• Jay Young, Director, Library Programs Service

9:30 Break

9:45 ■ GPO Electronic Initiatives Update
■ Online Record/Register
• Russell Duncan, Chief, Graphic Systems Development Division
■ GPO Locator
• Mark Scully, Deputy Director, Office of Electronic Information Dissemination Services
■ GPO Bulletin Board and other EIDS Activities
• Judy Russell, Director, Office of Electronic Information Dissemination Services
■ Library Programs Service on Internet
• Sheila McGarr, Chief, Depository Services

11:30 ■ Audience: Question & Answer Period

11:45 Lunch

Afternoon

1:00 ■ Council Business and Discussion

■ Appointment of Secretary

■ Charge for Information Exchange (Communication) Committee

■ Committee Reports:

Information Exchange

Serial Set

Operations

Ad Hoc Committee on Regional Structure

2:30 ■ Audience: Question & Answer Period

3:00 Break

3:15 ■ Council Discussion (cont'd)

Responses from the Public Printer to Council Advisories

4:30 ■ Audience Response

5:00 Adjourn

Evening

"An Evening with Council"

Dine with Council members and GPO staff. Dinner groups will form in the hotel lobby beginning about 6:15 p.m.

Tuesday, April 26

Morning

9:00 ■ The National Information Initiative and Depository Libraries
• Dr. Toni Carbo Bearman, Dean, Graduate School of Library and Information Science, the University of Pittsburgh, and member of the National Information Infrastructure Task Force Advisory Council

9:45 ■ Audience: Question & Answer Period

10:00 Break

10:15 ■ Other Government Initiatives Affecting the Federal Depository Library Program
• Michael F. DiMario, Public Printer

11:00 ■ Audience: Question & Answer Period

11:15 ■ Audience: Response and Comments

11:45 Lunch

Afternoon

1:00 ■ Council Working Session

2:30 Break

2:45 ■ Council Working Session (cont'd)

4:00 ■ Audience and Council Forum

4:30 Adjourn

Evening

7:30 ■ Electronic Workshop and Demonstrations
[Program to be announced]

Wednesday, April 27

Morning

9:00 ■ Development of Preliminary Council Advisories to the Public Printer

10:30 Break

10:45 ■ Summation of Advisories and Post-Meeting Assignments

11:30 ■ Audience Remarks

11:45 ■ Concluding Remarks

- Michael F. DiMario, Public Printer

12:00 Adjourn



Reservations and Registration, Spring 1994 Council Meeting

To reserve a room at the Rosslyn Westpark, please contact:

Rosslyn Westpark Hotel
1900 North Fort Myer Drive
Arlington, VA 22209
(800) 368-3408

Special room rates are \$82.00 per room, per night, guaranteed through April 1, 1994. Please specify the Depository Library Council when you contact the hotel. The Rosslyn Westpark Hotel is 1/2 block from the Rosslyn Metro Station and parking is free to guests and meeting attendees. The meeting is open to the public.

In order to serve you better, please fill out the registration form on the next page..

Make your plans now! The Fall Depository Library Council Meeting will be held in Portland, Oregon, October 24-26, 1994.



Registration Form
Spring 1994 Council Meeting

Mail or fax to: Mr. William Thompson
Library Programs Service (SL)
U.S. Government Printing Office
Washington, DC 20401
Fax: (202) 512-1432

Yes, I plan to attend the Spring 1994 meeting of the Depository Library Council in Arlington, VA.

Please type or print clearly:

Name

Institution

Library/Office

Telephone (include area code)

City/State/Zip

Public Printer Letter to NTIS on STEI

January 27, 1994

Mr. Don Johnson, Director
National Technical Information Service
5285 Port Royal Road
Room 200F
Springfield, VA 22161

Dear Mr. Johnson:

On January 3, 1994, the National Technical Information Service (NTIS) published a final rule in the Federal Register regarding the transfer by Federal agencies of scientific, technical, and engineering information (STEI) to NTIS (59 Federal Register 1, January 3, 1994, pp. 6-12). The Government Printing Office (GPO) commented extensively on the proposed rule when it was issued last year (58 Federal Register 89, May 11, 1993, pp. 27681-84).

Among other things, the final rule contains a wholly new set of provisions under which NTIS pledges to develop a system of distribution to Federal depository libraries to "assist agencies in meeting their [depository library] requirements with respect to STEI submitted to NTIS under this regulation" (p. 9). These provisions were not part of the proposed rule issued for comment in May 1993.

GPO is concerned that: (1) we were not consulted on these new provisions; (2) the new provisions may significantly overstate NTIS's ability to help agencies meet their depository distribution requirements since the new activities would not be conducted under the auspices of the Depository Library Program established by chapter 19 of Title 44, U.S.C.; and (3) the new provisions contradict the Administration's information dissemination policy and law and policy governing the Depository Library Program by restricting the use and reuse of information by depository libraries.

NTIS Rule. Specifically, NTIS states that it will:

- "provide each depository library at no charge, online access to a current list of all final STEI products provided to NTIS under these regulations" [section 1180.11(d)(1), p. 11];
- permit libraries to utilize this online system to identify products they wish to receive but which have not been made available [section 1180.11 (d)(2), p. 11];
- accumulate these requests and transmit them to the issuing agency for fulfillment, or enter into cost recovery arrangement with the issuing agency to duplicate and ship the required product "in the format as determined by the agency to be most cost effective, including paper, microfiche, diskette, or disc" [section 1180.11(d)(3,4), pp. 11-12];
- "establish...a system of full text online access to final STEI products for the

depository libraries at no charge to them". These products will be "maintained online indefinitely" and provided at no charge to the issuing agency [section 1180.11(d)(5), p. 12]; and that

- these services will be provided to depository libraries "on the condition that they agree to ensure that online access to the NTIS listing described in paragraph (d)(1) of this section is restricted to the library and its staff and that the full text products provided online pursuant to paragraph (d)(5) of this section are available only to the community served by that library" (section 1180.11(d)(6), p. 12].

No Coordination with GPO. We are pleased to see that NTIS acknowledges the critical role fulfilled by depository libraries in providing public access to Government information. However, as the agency charged by law with the administration of the Depository Library Program, we are dismayed that these new provisions have been introduced as a final rule without consultation or coordination with GPO. NTIS may claim that the new provisions merely respond to public comment regarding the May 1993 proposed rule. However, the new provisions create a substantive new program component that, should it become operational, should be conducted under the auspices of the Depository Library Program administered by GPO. We support making more information available to the public through the Depository Library Program. Accordingly, we would be pleased to enter into an interagency agreement with NTIS to achieve this purpose with respect to STEI handled by NTIS.

Agencies Not Relieved of Title 44 Responsibilities. Public comment or coordination with GPO would have disclosed that while NTIS's rule theoretically may improve public access to some STEI, compliance with the rule by Federal agencies does not relieve them of their depository distribution responsibilities under Title 44. By law, agencies are required to make virtually every kind of published Government information available to GPO's Depository Library Program (44 U.S.C. 1902). The cost of printing and distributing publications printed through GPO is borne by GPO; publications printed elsewhere than GPO are to be provided to GPO by the issuing agency for distribution by GPO to the libraries (44 U.S.C. 1903). Publications distributed pursuant to these provisions are to be made available by the libraries for use by the public free of charge (44 U.S.C. 1911). GPO is required to inspect the libraries and report on their conditions, to determine whether they are fulfilling the conditions as provided by law (44 U.S.C. 1909, 1904).

The law and current Administration policy regarding depository distribution have been interpreted as applying equally to electronic as well as printed publications. For purposes of depository distribution, a Government publication is defined as "informational matter which is published as an individual document at Government expense, or as required by law" (44 U.S.C. 1901). GPO and the Joint Committee on Printing have repeatedly interpreted this definition to include publications in electronic format. In 1993, the Office of Management and Budget (OMB) generally concurred, stating in the revised OMB Circular No. A-130:

OMB believes that, as a matter of policy, *electronic information dissemination products generally should be provided to depository libraries.* (OMB Circular No. A-130, "Management of Federal Information Resources," 58 Federal Register 126, July 3, 1993, p. 36083; emphasis added.)

Additionally, Administration policy supports the law regarding the performance of depository distribution responsibilities by GPO. OMB has stated in Circular No. A-130:

Given that production and supply of information dissemination products to the depository libraries is primarily the responsibility of GPO, *agencies should provide appropriate electronic information dissemination products to GPO for inclusion in the depository library program.* (58 Federal Register 126, p. 36083; emphasis added.)

Finally, Congress recently passed and the President signed into law the GPO Electronic Information Access Enhancement Act of 1993 (P.L. 103-40), requiring GPO to establish a means for providing the public with online access to electronic public information of the Federal Government, and to permit depository libraries to access information through such means without charge. This legislation further buttresses the contention that 44 U.S.C. 1901 extends to electronic formats, and that the distribution of electronic information to depository libraries is to be performed under the administration of GPO.

By contrast, to the best of our knowledge there is no provision in the American Technology Preeminence Act (P.L. 102-245) which establishes a depository distribution requirement for NTIS, permits NTIS to assume depository distribution responsibilities assigned to GPO and Federal agencies by Title 44, or exempts agencies from compliance with the requirements of chapter 19 of Title 44 with respect to STEI. Under P.L. 102-245, agencies are still required to comply with all of the requirements of Title 44. Thus, NTIS's assurance that the new rules will "assist agencies in meeting their [depository library] requirements" has no statutory basis in either P.L. 102-245, chapter 19 of Title 44, or P.L. 103-40. Likewise, it contradicts the policy requirements established by OMB Circular No. A-130.

No Assurance that Public Access will be Protected. Responsibility for the operation of the Depository Library Program is not simply a matter of legal jurisdiction. The Program was established to make the full content of all Government publications, regardless of format, available for the free use of the public. This objective requires a guaranteed, timely, and reliable source of information to the libraries coupled with regulations and program oversight to protect public access. In its operations, the Program provides both Federal agencies and the general public with assurances regarding the use, availability, retention of Government information, and establishes other conditions that would not be present under the depository distribution system proposed by NTIS. Information distributed to the libraries pursuant to Title 44 must be made available to the public free of charge, without Federal restriction as to use or reuse. Information distributed to regional depositories must be retained in perpetuity for public use. In addition, the libraries must meet other conditions that facilitate public access in order to continue participating in the Program.

Information distributed to depository libraries from outside the Program has none of these guarantees attached to it, nor would depository libraries be obligated by law to provide these assurances to information received from sources other than GPO. Thus, depositories could charge or otherwise limit public access to information received from NTIS. The libraries would not be required to retain the information received from NTIS for any length of time, nor would they be required to meet any other conditions established by law to ensure public access and availability. Since NTIS would be operating outside the bounds of the Depository Library Program, the libraries would have no real assurance about consistency of availability

of information since there is no statutorily-established program mechanism within NTIS to ensure administrative accountability for the depository distribution of STEI.

Thus, without the guarantee of free public access and other assurances provided by the Depository Library Program, and without an obligation on the part of libraries to provide these assurances for information received from sources other than GPO, Federal agencies cannot reasonably expect to meet their depository library requirements under Title 44.

Rule Contradictory to No Restrictions on Use. Also contradictory to OMB Circular No. A-130 is the NTIS condition that recipient depository libraries agree to ensure that online access to the NTIS listing is restricted to the library and its staff and that full text products provided online are available only to the community served by that library. This condition would restrict the use and reuse of information received by the libraries from NTIS. Such restrictions are prohibited by Circular No. A-130, under which agencies are to:

avoid establishing, or permitting other to establish on their behalf, exclusive, restricted, or other distribution arrangements that interfere with the availability of information dissemination products on a timely and equitable basis. (58 Federal Register 126, p. 36072.)

The only restrictions on STEI permitted by Circular No. A-130 are "applicable national security controls and the proprietary rights of others", as established in section 7(k)(58 Federal Register 126, p. 36071). The conditions established by NTIS reference neither national security controls nor proprietary rights. Therefore, they would be an impermissible restriction under Circular No. A-130. There also appears to be no statutory basis for these restrictions in P.L. 102-245. Finally, no restrictions on the use or reuse of information are authorized by chapter 19 of Title 44.

Again, we are encouraged to see NTIS's positive response to the needs of depository libraries for access to STEI handled by NTIS. STEI is a field of Government information to which the libraries have sought greater access for many years. GPO will be happy to work with NTIS and issuing agencies in the establishment of interagency agreements under the auspices of the Depository Library Program. In this manner, the depository community and its users can be assured of effective, economical, comprehensive, and timely access to STEI in all formats in the future.

Sincerely,

MICHAEL F. DiMARIO
Public Printer



Table of Contents

Braille Publications To Have Separate Item Numbers And Class Stems	1
To Allow Greater Selectivity	1
Some Spacing Conventions Change In Superintendent Of Documents	
Classification Numbers	2
Equipment Survey Coming Soon!	3
Superintendent of Documents Remarks, ALA, 2/5/94	3
LPS Update, ALA, 2/5/94	8
DCLA Government Documents Interest Group Presents An Update	
Program on Federal Information Policy	15
National Library Week: Twentieth Annual Library Legislative Day	16
1994 Federal Depository Conference Agenda	17
1994 Regional Federal Depository Seminar Agenda	22
Agenda, Spring 1994 Depository Library Council Meeting	23
Reservations and Registration, Spring 1994 Council Meeting	26
Public Printer Letter to NTIS on STEI	28

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is published on the 15th day of each month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*
 U.S. Government Printing Office
 Library Programs Service, SLL
 Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 512-1130